

OTE 85-1607

18 September 1985

MEMORANDUM FOR: Members Agency Training Steering Committee

FROM:



Director of Training and Education

25X1

SUBJECT: Results of the ADD Steering Committee Meeting
on 11 September 1985


The Associate Deputy Directors (ADDs) met on the attached agenda items on 11 September.

Midcareer Course Options

The Committee agreed that:

--The Midcareer Course should be run four times a year, and the class size should be reduced from 32 to 26 students.

--The Course should be reduced to four weeks with a one-week optional field trip.

 Chief/CMS/DO, agreed that the DO would make every effort to get at least 12 operations officers to fill the 24 slots the directorate has every year.

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--The Committee was briefed by the Director of Training and Education (D/OTE) on a new "executive development" effort, and the possibility that this might affect the future of the Midcareer Course.

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Career Trainee Program

The results:

--Reduce the length of the Career Trainee Development Course (CTDC) by about one week by eliminating redundancies in the Course.

--Mr. Hirsch, ADDS&T, agreed that the OTS portion of the CTDC should be reduced to one day, i.e., [REDACTED] [REDACTED] OTE should ensure, however, that DO CTs receive additional training on the role of OTS if OTS and the DO believe they need it.

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--Coverage needed to be provided in the program on the Office of Imagery Analysis. Mr. Kerr, ADDI, indicated that such coverage could be provided in the DI portion of the CTDC.

--The Reports portion of the CTDC should be cut back to about three days. The DO Records Course should be cut back to about four days; however, care should be taken to ensure that students are qualified to perform records searches on the DO system for their interim assignments. OTE was asked to consult with IMS.

--The Committee was advised that the Special Operation Training Course (SOTC) will be carefully evaluated after the two runnings as promised in the CT ExCom Paper.

--OTE should work to reduce the apparent redundancies between the CTDC and the Operations Familiarization Course.

--There was agreement that the length of non-DO interim assignments be lengthened to about six weeks.

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--Such interim assignments could be scheduled following the Field Tradecraft Course although that was less than the ideal. There was firm agreement that the interim assignment should not be scheduled prior to the beginning of the Career Trainee Program (CTP).

--The D/OTE advised that OTE is planning [REDACTED] during FY 1986 and FY 1987. OTE is limited to this number because of the SOTC.

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--There was a discussion about the 15 slots which have not been distributed for the FY 1986 CTP. It was agreed that the DS&T would get five more (total of 35 in FY 1986) and the DA 10 more (total of 35 in FY 1986).

[REDACTED]

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--The Committee indicated that the CTP is designed for EODs and not internals. If the CTP is oversubscribed by EODs, internals must wait.

Secretarial Training

--The members approved the recommendations on changes in the Secretarial Training program with one exception. They recommended that the Manager & Secretary--A Management Team be eliminated and relevant parts be introduced into other training programs.

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Attachment

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Distribution:

- 1 - Each Member
- 1 - Each STO
- 1 - D/OP
- 1 - O/DDA []
- 1 - C/CTD/OTE
- 1 - C/IT/OTE
- 1 - C/MATD/OTE
- 1 - C/AD/OTE
- 1 - ADC/OTE
- 2 - O-D/OTE (chrono & file)
- 1 - OTE Registry

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SECRET

A G E N D A

AGENCY TRAINING STEERING COMMITTEE MEETING

WEDNESDAY, 11 SEPTEMBER 1985

1630 HOURS, ROOM 7E32 HEADQUARTERS

1. Midcareer Course Options (Attachment A).
2. Status Report on the Career Trainee Program and Reaffirmation of Projected Numbers for FY 1986. (Attachment B).
3. Secretarial Training Program (Attachment C).
4. Conferencing (Background will be forwarded at a later date or handed out at the meeting).

SECRET

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENTS